



Indiana Department of Education

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Wellness Plan Quick Start Guide

If you are interested in writing a wellness plan for your child care facility, but aren't sure where to start, ask yourself....

For Breakfast,	Do you...	Date	Yes	No	Remarks
	Offer whole or 2% fluid milk for children ages 12-23 months and 1% or skim fluid milk for children ages 2 and up?				
	Offer juice, fruits or vegetables?				
	Serve juice less than 3 times per week, Less than 2 times per week, or Less than 1 time per week?				
	Serve fresh fruit at least 1 time per week, At least 2 times per week, or At least 3 times per week?				
	Offer a bread or bread alternate?				
	Serve whole grains at least 1 time per week, At least 2 times per week, or 3 or more times per week?				
	Limit sweet items to 1 time or less per week, 3 times or less per month, or 2 times or less per month? (See CACFP "Guide to Processed Meats/Meat Products/ Cheeses")				

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For Snack,	Do you...	Date	Yes	No	Remarks
	Offer at least 2 of the 4 components?				
	Offer whole or 2% fluid milk for children ages 12-23 months and 1% or skim fluid milk for children ages 2 and up?				
	Offer juice, fruits or vegetables?				
	Serve juice less than 3 times per week, Less than 2 times per week, or Less than 1 time per week?				
	Serve a different fresh/frozen/canned fruit, At least 1 time per week, or At least 2 times per week?				
	Serve a different fresh/frozen/canned vegetable At least 1 time per week?				
	Offer a meat or meat alternate? Serve at least 1 healthy meat/meat alternate per week?? (See CACFP "Guide to Healthy Meat/Meat Alternates")				
	Offer a bread or bread alternate?				
	Serve whole grains at least 1 time per week, At least 2 times per week, or 3 or more times per week?				
	Limit sweet items to 1 time or less per week, 3 times or less per month, or 2 times or less per month? (See CACFP "Guide to Processed Meats/Meat Products/ Cheeses")				
	Serve crackers no more than 2 times per week?				

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For Lunch/Supper,	Do you...	Date	Yes	No	Remarks
	Offer whole or 2% fluid milk for children ages 12-23 months and 1% or skim fluid milk for children ages 2 and up?				
	Offer a meat or meat alternate? Do you limit processed meat to no more than 2 times per week, or No more than 1 time per week?				
	Offer vegetables and/or fruits or juice (2 or more total)?				
	Serve fresh (raw) fruit OR vegetable at least 1 time per week? Serve a fresh (raw) fruit AND a fresh (raw) vegetable at least 1 time per week? Serve a fresh (raw) fruit at least 1 time per week AND a fresh (raw) vegetable at least 2 times per week?				
	Restrict the service of juice at lunch or supper?				
	Offer a bread or bread alternate?				
	Serve whole grains at least 1 time per week, At least 2 times per week, or 3 or more times per week?				
	Serve beans or legumes at least 1 time per month or at least 2 times per month? (See CACFP "Guide to Dried Beans and Peas")				

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If you are already doing the above things, congratulations! You are well on your way to a good, basic wellness plan. If you'd like to expand your basic plan, then ask yourself the following questions. These will help direct your wellness plan writing efforts.

For Physical Activity,	Do you...	Date	Yes	No	Remarks
	Do children have at least 120 minutes of active playtime each day?				
	Do children participate in outdoor active play daily (when weather permits)?				
	Physical activity is neither denied nor required as a form of punishment.				
	Limit screen time for children ages 2 and up to less than 2 hours per week? Strongly discourage screen time for children under 2?				
	Limit inactive time (not including nap time or eating) when children are seated for more than 30 minutes at a time to less than one time per week or less?				
For Nutrition Education,	Do you...	Date	Yes	No	Remarks
	Provide regular nutrition education lessons such as MyPyramid/MyPlate and include messages from the 2010 Dietary Guidelines for Americans?				
	Provide nutrition education through meal time discussion about food?				
	Collaborate with community groups/organizations to provide opportunities for nutrition education beyond onsite curriculum?				
	Provide nutrition education opportunities to parents at least twice (2) per year?				

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For Eating Environment,	Do you...	Date	Yes	No	Remarks
	Offer drinking water at all times for self-service, indoors and outdoors?				
	Use food preparation methods that decrease fat, calories, and sodium whenever possible?				
	Are vending machines located in areas that children have no access to?				
	Have a cycle menu of at least 3 weeks in length? Are entrees repeated no more than 2 times per cycle?				
	Do menus include foods from a variety of cultures?				
	Are special dietary needs of children considered when planning menus and meals?				
	Do staff members have access to professional development/training on food safety and healthy cooking practices at least annually?				
	Do staff members allow children to decide how much to eat?				
	Do staff members encourage children to try new or less favorite foods? Do staff members avoid forcing children to try new foods?				
	Do staff members avoid using food to reward good behavior or withhold food for bad behavior?				
	Do staff members consume the same foods and drinks as the children when children are present?				

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For Eating Environment,	Do you...	Date	Yes	No	Remarks
	Do staff members join the children at the table for meals and snacks?				
	Are most foods served family style?				
	Are pictures and posters displayed in the facility that support and promote healthy eating?				
	Do children have convenient access to hand washing before each meal?				
	Are your menus posted and visible? Do you share your menus with parents/guardians?				
	Encourage and support breastfeeding for infants of breast-feeding mothers? Do you supplement only when breast milk is gone?				
Parties, Celebrations, Fundraising	Do you...	Date	Yes	No	Remarks
	Align guidelines for foods with the Dietary Guidelines for Americans. Review them on an annual basis?				
	Provide party/celebration/fundraising guidelines to parents/guardians?				
	Focus on activities rather than food during parties/celebrations?				
	Promote the sale of non-food items for fundraisers?				
	If food items are sold as fundraisers, do you they promote healthy eating and wellness?				

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For Wellness Team,	Do you...	Date	Yes	No	Remarks
	Have a Wellness Team that includes at least the following: Administrator, foodservice staff, teachers/caregivers, parents/guardians, and community health care professionals/Registered Dietitians?				
	Have a designated chair/leader to oversee meetings and activities?				
	Meet at least quarterly each year to discuss implementing wellness plans or activities and to address any barriers or challenges?				
	Meet at least annually to review plans and policies?				
	Make the wellness plan available to families as part of their enrollment packet?				
For Staff Wellness,	Do you...	Date	Yes	No	Remarks
	Provide staff members with training on nutrition and physical activity (other than food safety and food program guidelines) at least twice (2) per year?				
	Provide food options at staff meetings that align with the Dietary Guidelines for Americans?				
	Provide staff with the opportunity for 30 minutes of physical activity daily?				
	Promote breastfeeding and make efforts to provide a private location for employees to express breast milk? Provide adequate storage for breast milk (refrigeration/freezer)?				